J Eddis Linton Outstanding Individual

The Company Outstanding Achievement (COA) Awards are presented by the Records and Information Management Practitioners Alliance (RIMPA) Global.

The J Eddis Linton Outstanding Individual award is named after one of RIMPA’s founding fathers, who, along with three other passionate record managers, sought to strengthen our industry by providing recordkeepers with a vision and a ‘way forward’ providing a strong foundation upon which RIMPA has been built and continues to grow.

This highly coveted award is the highlight of the award season and is presented to an individual who has made a significant contribution to records and information management and is the pinnacle award bestowed upon an individual within the industry by RIMPA. This award recognises excellence to a superior standard, outstanding achievements that have made a difference within the recipients’ organisation, the industry and RIMPA. They are role models from which we can all learn.

Nominations for the COA award *2025 J Eddis Linton Outstanding Individual* open on 5th May 2025, closing 1st August 2025. Nominations can be self-nominated or by a third party.

Eligibility

Potential nominees must attain specific eligibility requirements before progressing through to the application process:

1. Must be RIMPA Global Professional Member
2. To progress the application must show the nominees contribution and achieve a minimum of 50 points across at least four sub-categories within the areas of (**evidence** is to be uploaded to obtain points):
	1. RIMPA Contribution,
	2. Industry Support,
	3. Learning and Development and Knowledge Sharing
3. There **may** be an in-person discussion with shortlisted nominees if required.

RIMPA Contribution

RIMPA Representation - Board, Ambassador, Branch/Chapter Executive, Committee/Working Group Chair, Branch/Chapter Member, Committee Member, Working Group Member, Community of Practice Member

**Points:**

Board – 12 points per year (capped at 3 terms)

Ambassador – 10 points per year (capped at 3 years)

Branch/Chapter Executive – 10 points per year (capped at 3 years)

Committee/Working Group Chair – 7 points per group

Branch/Chapter Member – 5 points per group

Committee Member – 5 points per group

Working Group Member – 5 points per group

Community of Practice Member – 5 points

**Explanation and details to be included:**

Participation as a member of specified group/positions. Provide details of specific group, position and length of time.

MC a RIMPA Event

**Points** 5 points

**Explanation and details to be included:**

Master of Ceremony for RIMPA event which includes welcome, speaker introductions, event wrap up and close.

Presenting at events promoting R&IM

**Points** 5 per event

**Explanation and details to be included:**

Provide details on presentation delivered: event name, title of presentation, date, length of presentation and synopsis of presentation.

Industry Support

Student Placements

**Points** 5 points per student

**Explanation and details to be included:**

Hosting student placements from a RIMPA accredited course (University or VET). Provide details of University/Institution, dates of placement.

Mentoring (mentor only) - RIMPA Formal program

**Points** 5

**Explanation and details to be included:**

No details required - confirmed with RIMPA Central Office

Learning and Development

Attendance at R&IM event - excludes RIMPA Live

**Points** 10 points per event

**Explanation and details to be included:**

Events include RIMPA ½ day seminar, ½ day seminar & ½ day workshop, round table, roadshow, one day seminar and symposium; events held by professional institutes, associations, societies, professional conference groups, records and information management vendors or other groups which provide professional, technical or personal training. Include details: event name, date, length of event/event type.

Attendance at RIMPA Live - Annual Convention

**Points** 15

**Explanation and details to be included:**

No details required - confirmed with RIMPA Central Office

RIMPA VET Training Courses and RIMPA Accredited University Courses

**Points** 10

**Explanation and details to be included:**

Provide details of enrolment and modules/subjects completed and results, course name and place of study.

Providing education services to industry practitioners (teaching/lecturing)

**Points** 5 per course (capped at 30)

**Explanation and details to be included:**

Provide details of education service including topic/subject, date of delivery, length of teaching/lecturing and location.

Knowledge Sharing

Article published in iQ Magazine

**Points** 10 per article

**Explanation and details to be included:**

Provide details on iQ issue: volume #, issue #, publication month and title of article (author must be identified with article).

Article published in R&IM Industry Publication (excluding iQ Magazine)

**Points** 5 per article

**Explanation and details to be included:**

Provide details on publication and title of article

Article published in RIMPA Newsletter

**Points** 5 per article

**Explanation and details to be included:**

Provide details on article published: date of newsletter and title of article

Editing and Reviewing of articles for iQ Magazine

**Points** 2 per article

**Explanation and details to be included:**

Provide details on iQ issue: volume #, issue #, publication month and articles edited/reviewed

Research Projects/Paper

**Points** 10

**Explanation and details to be included:**

Provide details of title of paper published and date of publication or title of research project and where delivered. Nominee must be listed as co-author or contributor.

Application

Nominee to answer three questions, which are scored on a merit-based assessment

1. Detail a specific innovation or development you have significantly contributed to a workplace or the industry (maximum 1,000 words)
* **Details to be included:** Purpose/scope, background, outcomes, impact, lessons learnt

**Assessment:** Based on response provided, assess against:

* Has fundamentally and positively impacted the workplace or industry
* Has increased the awareness of R&IM in the workplace or industry

**Scoring Criteria:** based on inclusions - each category given a score:

* 1-3 = Development Required: limited detail provided, and limited impact shown
* 4-6 = Satisfactory: evidence of some impact to a satisfactory standard
* 7-9 = Strong: demonstrated to a high standard and positive impact and awareness

Detail how you have displayed your commitment to your own personal and professional development.

* + **Details to be included:** Detail your personal and professional journey and learnings and how this has impacted you (no more than 800 words)

**Assessment:** Based on response provided, assess against:

* Shows personal and professional growth

**Scoring Criteria:** based on inclusions - each category given a score:

* 1-3 = Development Required: limited detail provided, and limited growth shown
* 4-6 = Satisfactory: evidence of some growth to a satisfactory standard
* 7-9 = Strong: demonstrated to a high level of positive growth and learning

Detail how you have contributed to the RIMPA community.

* + **Details to be included:** Detail your contributions and how this has impacted RIMPA (no more than 800 words)

**Assessment:** Based on response provided, assess against:

* Has fundamentally and positively impacted RIMPA community
* Has increased the awareness of RIMPA

**Scoring Criteria:** based on inclusions - each category given a score:

* 1-3 = Development Required: limited detail provided, and limited contribution shown
* 4-6 = Satisfactory: evidence of some contribution, impact to the community and growth of awareness to a satisfactory standard
* 7-9 = Strong: demonstrated to a high standard and positive impact to the community and awareness of RIMPA